

Subject: Update regarding your candidate profile - [Company Name]

Dear [Candidate Name],

We are writing to inform you that we have officially deactivated your candidate profile in our recruitment database, effective immediately.

This decision was made following recent interactions that were inconsistent with our company's standards of professional conduct. Specifically, this relates to [mention brief reason, e.g., communication style / failure to attend scheduled interviews without notice / conduct during the interview process].

As a result, you will no longer be considered for current or future career opportunities with [Company Name].

Regards,

[Your Name]
[Your Job Title]
[Company Name]